Office of Financial Services – Accounts Payable

**Reimbursement Claim (EFT)**

Form 4215.17A

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| **\*\*For use by PhD/Research Students Only\*\*** | | | | |
| Student Name | |  | | |
| Requisition Number | |  | Purchase Order Number |  |
| PTA Number | |  | | |
| Date | |  | | |
| NOTE 1: | **Enter expenditure details and totals below or attach a separate spreadsheet. The amount to be entered onto the Requisition if the Amt less GST – all claims are to show the GST amount.** | | | |
| NOTE 2: | **Please provide descriptions of goods or services on the Receipts or Tax Invoices. A description is required to ensure prompt payment.** | | | |

**Double click on form to open**

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| **Name of Student: Milad Abolfazli**  **Signature:** | **Name of Supervisor: Milad Bazli**  **Signature:** |

**For all purchases made in Australia:**

* Attach original Tax Invoices for purchases over $82.50 including GST
* Attach original Invoices/Receipts for purchases under $82.50
* and proof of payment
* For all purchases made **outside of Australia** - Attach original Invoice / Receipt - proof of payment.

**Note:**

* If originals of invoices/receipts are 'lost', a Statutory Declaration must be completed for each transaction individually, stating why no original is available and provide full details of the purchase plus for purchases made in Australia the Supplier’s ABN.
* Stat Dec forms are available under Finance, Forms on the University Staff web page.
* The Requisition must be raised for the total cost including GST for the goods/service if no Tax Invoice is attached.